

Project SEARCH Job Coach Job Description and Responsibilities

Purpose:

The Project SEARCH Job Coach will provide job development, and training during rotations through the Northeast Georgia (NEGA) Medical Center and Hall County School Systems, as well as assistance in high school diploma or GED completion in partnership with Georgia Mountains Workforce Development (GMWD) and Vocational Rehabilitation Services.

Job Description:

Gains working knowledge of the GMWD, WIA funded programs/services and guidelines. Instructs and supervises youth in a variety of education goals and work ethic skills; develops program and curricula; evaluates youths' progress in attaining goals and objectives; provides follow up services for youth; maintains supplies and equipment; maintains program certification requirements; attends Project SEARCH staff meetings and trainings; assists in recruitment and retention; ensures safety and security requirements are met; reports directly to Project SEARCH lead instructor.

Job Responsibilities and Performance Standards:

- A. Gains knowledge of the Georgia Mountains Workforce Development (GMWD), WIA funded programs/services and guidelines.
- B. Instructs youth in areas of education and work ethic.
 - a. Instructs youth in the area of education through tutoring and assistance with electronic studies. Presents subject matters to youth using appropriate instruction methods and materials in order to make youth knowledgeable and confident.
 - b. Instructs youth in work ethics and skills through observation and assisting youth in establishing goals to accomplish and maintain employability.
 - c. Prepares reports on current status of youth in the program indicating whether performance is aligned with performance measures, program goals and progress schedule.
- C. Develops program and course outlines, goals and objectives
 - a. Prepares appropriate curricula, including non-traditional content and methods to achieve objectives and goals of youth.

- D. Evaluates youth's progress in attaining goals and objectives.
 - a. Establishes criteria in order to measure each youths' progress
 - b. Communicates youths' progress to appropriate personnel and partners according to established guidelines
 - c. Accurately records pertinent information in student's records as required
- E. Provides follow up services for youth
 - a. Maintains contact with youth for 3 years following completion of program.
- F. Maintains supplies and equipment
 - a. Submits appropriate supply and equipment requests as necessary to lead instructor according to established guidelines
 - b. Maintains classroom inventory of supplies and equipment according to established policies and procedures
 - c. Maintains an organized and proper supply of classroom instructional materials.
- G. Maintains certification requirements
 - a. Attends required number of hours of training
 - b. Participates in education meetings, workshops, etc. as requested
 - c. Conducts self-study of the program's compliance with NEGA Medical Center and Hall County School System.
 - d. Complies with GMWD guidelines, policies and procedures.
- H. Meets with youth and GMWD staff members to discuss youth services/programs, and other issues impacting progress of youth.
 - a. Monthly evaluation meetings
- I. Assists with recruitment, retention and job placement efforts
 - a. Assists with orientation of new students, and assessments as needed.
 - b. Assists with Work Experience programs, internships and efforts for youth to gain and maintain unsubsidized employment.
- J. Maintains knowledge of current trends and developments in field
 - a. Reads professional literature or technical information, to format meaningful instruction for youth
 - b. Attends internal and external educational programs and professional meetings as requested

Additional Responsibilities and Performance Standards:

Administers assessments including Test of Adult Basic Education, and career/skill assessments and inventories.

Assists with GMWD youth application completion

Visits worksites to observe youth and continued review of worksite compliance

Minimum Qualifications:

High School Diploma or equivalent, 2 years post- secondary education, preferably in education, counseling, human services or closely related field, or a minimum of 12-18 months providing service in a setting relative to the area of vacancy.

Ability to pass criminal background check